MEMORANDUM

To: Stakeholders – ADP Ventilator Equipment Pool (VEP)

Ventilator Equipment and Supplies
- BiPaPSt Ventilation Assist Unit
- Ventilators (invasive/non-invasive)
- Saturation Monitors
- Ventilator Supplies
- Phrenic Nerve Pacer (external components only)

From: The Assistive Devices Program (ADP)

Date: April 14, 2011

Re: Application for Ventilator Equipment & Supplies form (NEW)

On June 13, 2011, the Assistive Devices Program (ADP) will implement a new information technology system. The new system will provide a modern and efficient platform to document all client transactions, claims adjudication and vendor payments.

As a result of the transition to the new system and to facilitate both stakeholder access and claim processing of all ventilator equipment and supplies, a new application form has been created for funding all ventilator equipment and supplies. The new form replaces the generic Equipment Supply Authorization (ESA) form that is currently used for submitting ADP funding requests for ventilator equipment and supplies.

Please note that no changes have been made to current policy, medical eligibility criteria and assessment requirements.

Delivery of Associated Ventilator Supplies

As of June 13, 2011 all supply categories covered by the ADP will become grant payments directly to clients. This will include all respiratory supplies associated with ventilator equipment and supplies, currently listed in the product manual under Ventilatory.

All current ADP clients receiving funding for ventilator supplies will be receiving written notice of the change to a grant for the associated supplies. ADP clients will use the grant to purchase whatever associated supplies they require to support the use of the ADP funded ventilator equipment they use.

The new Application for Funding Ventilator Equipment & Supplies form includes the following features:

- The form has been structured to collect only that information required to process a request for ADP funding
• Decreased use of written information (use of check boxes) will expedite application submission and processing time

• Forms will no longer be pre-numbered; a claim specific ADP number will be created when the application is data entered at the ADP; a blank sample of the application form will be posted on the ADP website in fill, print and download format

**Application for Funding Ventilator Equipment and Supplies: overview of the new form structure:**

The new form is divided into four sections; the flow of the form is intuitive in nature, that is, it takes the individual and prescriber through a logical progression of assessment and device selection leading to the submission of a completed application form. It will take less time for the form to be completed, the ADP will have all the information required to process requests in a more timely fashion and payments to vendors will be faster.

❖ **Section 1 – Applicant’s Biographical Information**
  ➢ Captures mandatory client information (e.g. name, address, health card number)
  ➢ Collection of ‘Confirmation of Benefits’ information (e.g. social assistance)

❖ **Section 2 – Devices and Eligibility**
  ➢ All fields that relate to the client’s medical condition and functional impairment
  ➢ Fields that identify the ventilation devices or the associated supplies for which funding is being requested
  ➢ **Selection of device and confirmation of eligibility**: a separate section of eligibility questions is provided for each type of ventilation equipment (check box format); required by the Program to determine specific device eligibility.
  ➢ Requirement for ventilator supplies is indicated via check box

❖ **Section 3 – Applicant’s Consent and Signature**
  ➢ Agreement by the applicant re: release of personal health information to the Assistive Device Program and its agents (Ministry requirement)
  ➢ In instances where the client is represented by an agent (e.g. Power of Attorney) the agent’s contact information is required

❖ **Section 4 – Signatures**
  ➢ Capture of signatures and associated contact details for:
    ▪ Prescribing Physician
  ➢ Proof of Delivery of Ventilation Equipment (verified by Ventilator Equipment Pool records)

A chart is enclosed to support you in becoming familiar with the new form.
Important Dates to Remember:

- **May 2, 2011**: visit the ADP website at: http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html to view the:
  - Updated Policy and Procedures Manual for the Assistive Devices Program including:
    - Updated conflict of interest policy
    - A new policy section clarifying that ADP does not fund batteries
    - A new policy on rebates
    - Updated Administrative Manual for Ventilator Equipment and Supplies
  - New Application for Funding Ventilator Equipment & Supplies form (fill and print format)
  - FAQ regarding the new application form

- **May 15, 2011**: last physician signature date that the current application form may be used; forms with a physician signature date of May 15, 2011 and before must be received at the ADP no later than June 30, 2011

- **May 16, 2011**: new application form must be used for all physician signature dates initiated on this date and going forward

- **June 13, 2011**: new ADP IT system goes live

A draft of the new Application for Funding Ventilator Equipment & Supplies form has been enclosed for your careful review. Note that this copy is not to be used to submit applications for funding assistance. On May 2, 2011 the final version of the new application form and the Applicant Information Sheet will be posted on the ADP website in fill, print and download format.

http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html

To augment the information on the May 2, 2011 version of the claim, the requestor will need to add to the side of the Confirmation of Benefits section (Page 1) the following:

- diagnosis;
- reason for backup rate if diagnosis is Obstructive Sleep Apnea Syndrome, Central Sleep Apnea Syndrome and/or Obesity Hypoventilation Syndrome;
- delivery location and contact person’s telephone number if the delivery of the equipment is to a hospital unit.

If you have any questions, please contact Ann Weir at 416-327-8138 or 1-800-268-6021 or at ann.weir@ontario.ca

original signed by

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Joan Stevens
Program Manager

Enclosures: Draft Application for Funding Ventilator Equipment & Supplies form
Chart outlining the structure of the Application for Funding Ventilator Equipment & Supplies form